

Supplemental Instructions for Completing Standard Form 86 Questionnaire for National Security Positions

A poorly executed form Standard Form 86 may cause delays. Please follow the instructions carefully. *Failure to complete this form properly may result in a delay in appointment, or possibly withdrawal of your job offer.*

Form SF-86 asks for information about you in a series of numbered categories. Your careful attention to furnishing all the information required by the form will assist OPM in completing your background investigation in a timely manner.

The supplemental instructions below relate to, and are listed by, the numbered categories on the form:

Item 1-7 Self explanatory

Name on the SF-86 must be the same as it appears on the following documents:

- OF 612 or Resume
- OF 306-Declaration of Federal Employment

When filling out the SF-86, hand-written or typed format, any corrections must be initialed and dated.

Form must be completed in **Black Ink**
SSAN must be entered on **All** pages

Item 8 CITIZENSHIP

After marking the box at the right be sure to follow the instructions next to the box you marked. You **must** answer items 8b and 8d. If you were born outside the US, you must answer 8c as well. Please answer each question; however, if the question does not apply to you type "NONE" or "N/A" (not applicable). If you or your spouse are naturalized citizens, provide date, place and U.S. District Court where naturalized.

Item 9 WHERE YOU HAVE LIVED

There must be no gaps in time in your listing of the places you have lived for the past 7 years. List the places where you have lived beginning with the most recent (#) and working back 7 years. Month and year of start and termination of each residence should be listed. Be sure to indicate the actual physical location of your residence; do not use a post office box as an address, do not list a permanent address when you were actually living at a school address, etc. If residence is in an apartment complex, the name of the complex and specific apartment number should be included. It is essential that addresses are completed, i.e. street number, street name, city, state and zip code. Telephone numbers must also be completed with area codes.

Make sure to list the name and full address of someone who knew you at each address within the previous 5 years.

DO NOT LEAVE ANY GAPS IN TIME

Item 10 WHERE YOU WENT TO SCHOOL

List the month and year you began and ended your schooling at each educational institution. If you attended school within the last seven years, list professors, instructors, or others who are familiar with you and provide their complete addresses and phone numbers. List any high school, college/university, or vocational/trade school you have attended. Include complete addresses for all schools, including street number, street number, street name, city state and zip code. List degree, diploma, certificate, etc. and date received. If you received no such degree indicate "NONE" or "N/A" (not applicable). If a general equivalency diploma was obtained, the state which issued it and date obtained should be noted.

Item 11 YOUR EMPLOYMENT ACTIVITIES

There must be no gaps in time in your employment history for the past **7 years**. List all employment, full or part-time, in chronological order (starting with current employment).

All supervisors must be listed for each employment, including their telephone numbers with area codes. If not known, type "UNKNOWN" or "NONE". Insure complete address (street/city/state/zip) is included for each employment and job description listed.

If government employment or employment by some other larger organization, show the department, bureau, division and section or specific subdivision. This is particularly important for individuals who have had numerous assignments within the military, government, large corporations or institutions.

If you were previously employed in federal civil service, you must list all periods of civil service, regardless of whether or not it occurred within the previous 7 years.

Include all periods of **self-employment** and **unemployment**, including periods during which you were a student. For periods of unemployment, you must indicate (1) that you were a student and (2) name, address, and telephone numbers of persons who can verify **each** period of unemployment or self employment. **DO NOT LEAVE ANY GAPS IN TIME.**

Note: Employment dates listed on the Standard Form 86 should match the dates listed on the Optional Application for Federal Employment (OF-612) or the resume.

Item 12 PEOPLE WHO KNOW YOU WELL

Please provide complete home or business address (including name of firm, street number, street name, city, state and zip code) and home or business telephone number. The telephone number listed should be a daytime number where the reference can be reached during normal working hours.

Item 13 YOUR SPOUSE- Self –explanatory. Enter complete information.

Please list all **spouses both current and previous.**

Include Other Names Used (Specify maiden name, names by other marriages, etc., and show dates used for each name.

Item 14 YOUR RELATIVES

Full dates (including month, date and year), **places of birth** (city and state) and complete address (including street, number, street name, city, state and **zip codes**) for all relatives should be listed. If relative is deceased place an “X” in the box and list date of birth, country citizenship. If relative resides overseas, please indicate if they are in the military. (Do not list APO or FPO address.)

Include **County** of birth not **County** (Example USA **NOT** Houston, Peach or Bib)

If married, make sure to include your **father-in-law and mother-in-law**

Make sure to include your children, if applicable.

Only list Other Relatives and Associates if they are **Foreign Nationals. Do not list aunts, uncles, cousins, etc., if they are US Citizens.**

Item 15 CITIZENSHIP OF YOUR RELATIVES AND ASSOCIATES- Self- explanatory

Must list **complete information** for each **foreign national relative** and associate to include:

- Association
- Name
- Full Date of Birth
- Certificate/Registration Number and Date of document
- Document code
- Court and or City and State as required in additional information

Item 16 YOUR MILITARY HISTORY- Follow instructions carefully

Item 17 YOUR FOREIGN ACTIVITIES- Self explanatory

Item 18 FOREIGN COUNTRIES YOU HAVE VISITED

Please provide the beginning and ending months and that you have visited foreign countries in the past **7 years**. This includes even short trips to Mexico and Canada. Enter “NONE “or “N/A” if you have not visited a foreign country.

Item 19 YOUR MILITARY RECORD- Self- explanatory

Item 20 SELECTIVE SERVICE RECORD

If you are a male born after December 31, 1959, please indicate whether or not you are registered with the Selective Service System. Your selective service number can be obtained from the following website:
www.sss.gov/regver/verification1asp

Item 21 YOUR MEDICAL RECORD –Self-explanatory

Item 22 YOUR EMPLOYMENT RECORD

Follow the instructions carefully

Item 23 YOUR POLICE RECORD- Self-explanatory

Items 24-25 ILLEGAL DRUGS AND ALCOHOL

You are required to answer the questions fully and truthfully, and your failure to do so could be grounds for an adverse for employment decision or action against you, but neither your truthful responses nor information derived from your response will be used as evidence against you in any subsequent criminal proceeding. (Go back 7 years)

Must list drug used (for example, marijuana, cocaine, crack cocaine, etc.) and number of times used.

Item 26 YOUR INVESTIGATIONS RECORD- Self-explanatory

Items 27-28 YOUR FINANCIAL RECORD & YOUR FINANCIAL DELINQUENCIES

List any accounts placed for collection, defaults, judgments, and repossessions, etc., in the past **7 years**. All delinquent debts and financial obligations must be explained in detail. If you have ever filed for bankruptcy, list the date, location of court and case number (if known).

Must include a list of **all creditors** to include the following:

- **Name**
- **Address (to include city, state, and zip code)**
- Account Number
- Full Dollar Amount
- Incurred Date
- Satisfied Date (if applicable)

Item 29 PUBLIC RECORD CIVIL COURT ACTIONS- Self-explanatory

Page 9 CONTINUATION SPACE

Use this space for additional answers to questions 9, 10, 11

Pages 9/10 SIGNATURE/DATE Self-explanatory